

View a Deposit

To view a deposit:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposit* page appears.
3. From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.



Application Tip

The **Select Display** options include:

- **My Deposits in Process:** Displays deposits that need some type of action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed) and is based on user permissions.

If the user only has an **FI Viewer** or **FRB Viewer** role and selects this page, it returns no results. If the user is a **Deposit Confirmer** or **FRB Confirmer**, the table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error:** Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.

The **Adjustments in Error** page displays any CA\$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA\$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown, but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).



Application Tip (continued)

- **Deposits in Error:** Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits in Error** details appears.

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- **Deposits Within My Organization:** Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appear.

The Deposits Within My Organization page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FMS Viewer**, the number of display days is set at 45.

4. Click the **Voucher Number** of the deposit which you would like to view.



Application Tip

By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.



Application Tip

If your Financial Institution makes an adjustment to a deposit, it appears in the **Adj.** column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page. (Visible only in My Deposits in Process view)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)